



Grievance policy for Essential Space self-employed, trainees and volunteer members of the team

Investigation process following a complaint regarding staff/volunteer.

These guidelines are to support any formal concern, grievance or safeguarding relating to a member of the team.

- Report incident/concern/safeguarding to a senior member of the ES team who will then investigate concerns.
- If it is a safeguarding concern relating to a member of the team, the individual will be deferred from doing any further work until a full investigation and report has been conducted.
- If the member of the team is part of an external organisation i.e. training college/organisation, NCS, BACP etc – we will inform them of the concern and pending investigation.
- If the concern is regarding a member of the senior team, the person to contact is:

Named person:

Nicola Stevens

Mobile: 07807926202

Email: nicky.stevens142@gmail.com

Rôle : Self Employed Eternal supervisor

If the above feels there is a potential conflict of interest Nicky will advise and support the concern to be referred onwards to another person/organisation that can assist your claim further.

This policy will be reviewed and updated yearly.
(Last updated January 2023).